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1. INTRODUCTION

The software for Interactive Whiteboard (IWB) you have is intended for classrooms using the *Progetto Italiano Junior 2* course books.
It is a high quality and best performance software that allows the user to use in the same support many features:

- **audio tracks** (most of them have to speeds – natural and slow – to facilitate the comprehension);
- **Activities** of the Student Book, that are interactive so that the student will get an immediate feedback;
- **episodes** of *Progetto italiano Junior Video* (one per Unit) in a perfect DVD-like tool set and Italian subtitles to show or hide;
- **online activities** (if the IWB is connected to the Internet);
- Teacher's **Guide** (PDF files downloadable from the software);
- **Interactive tests** to perform in the classroom;
- **Games** (*Quiz Game, Hangman, Memory and a Board Game*) for a reinforcement and a complete review of all the main content of the Student Book;
- A **Content Creator Tool** which allows the teacher to create her/his own tasks quickly and easily (Multiple Choice, Drag&Drop, True/False, Matching, Clic and Solve) and use them with many classes in every moment of the lesson.

With Edlingua's IWB, the lesson is conveyed in a new different way, for both the teacher and the student.

The Teacher

- can employ all the **possibilities** offered by the teaching aids which are **integrated** all in one DVD: audio, video, online activities and students workbook in an interactive way;
- can **interact** in a more dynamic way with all the students, can **plan** the lesson in a new way, the lesson can be focused on the learner and his/her needs;
- can **create** new teaching tasks using new media, so as to achieve the aim of increasing the attention and participation and to encourage the **motivation** and **cooperation** between his/her students;
- can **develop** and **present** didactic activities directly in the software integrated with the IWB, this will avoid the necessity to photocopy, thereby giving the teacher the multimedia material (photos, audios, videos) directly available on the IWB.

The Student

- is now the **focus** of the learning process and will "**experience**" the lessons, not just attend;
- can find **familiar** tools and features (links, multimedia material etc.), in the class;
- will learn with **fun**.

This manual will present the features of the application and familiarize you with the functions of each button on the control panel. The teaching suggestions made here represent only a fraction of the ways in which you can use this software, and you are certain to discover your own ways of presenting the material according to the needs of your class.

2. GETTING STARTED

Minimum system requirements

Windows

- Intel® Pentium® III processor (Pentium 4 recommended)
- Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3, Windows Server® 2003, Windows Vista® Home Premium, Business, Ultimate, or Enterprise (including 64-bit editions) with Service Pack 1, or Windows 7 or later
- 512MB of RAM (1GB recommended)

Macintosh

- Intel Core™ Duo or faster processor
- Mac OS X v10.4, v10.5 or v10.6
- 512MB of RAM (1GB recommended)

Installing the application

The application will run automatically when you insert the DVD ROM in your system's drive. Accept the installation. If your system displays security warnings that prompt you to confirm that you allow the installation, please do so.
If the installation does not start automatically, please follow these steps:

Windows:
1. Go to **START>My computer** (Windows XP), or **START>Computer** (Windows Vista / 7).
2. In the window that opens, locate your CD drive. **Right-click** on the drive and select **Explore**.
3. In the window that opens, locate the **ProgettoItaliano J1_Installer.exe** and **double-click it.**

Macintosh:
1. Locate the file **ProgettoItaliano J1_Installer** (below) and **execute it**.

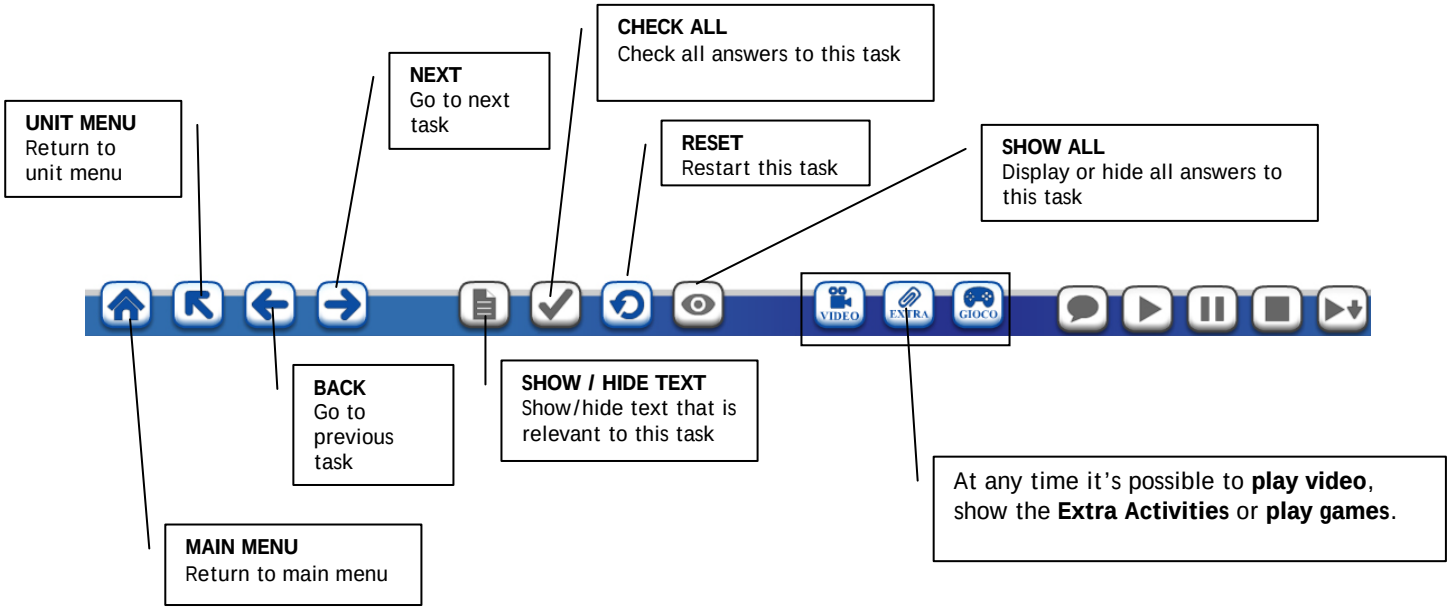
3. THE CONTROL PANEL

Application control panel

At the bottom of your screen or your IWB, you will find the application control panel. The control panel is divided into two major sets of tools: the **application tools** (the upper strip) and the **whiteboard tools** (the lower strip).

The application tools will help you navigate through units and tasks, display or hide answers to exercises, view videos, control audio, etc.

The whiteboard tools offer several whiteboard functions (pen, highlighter, zoom, etc.) and they may be used independently of any whiteboard manufacturer's default set of tools.



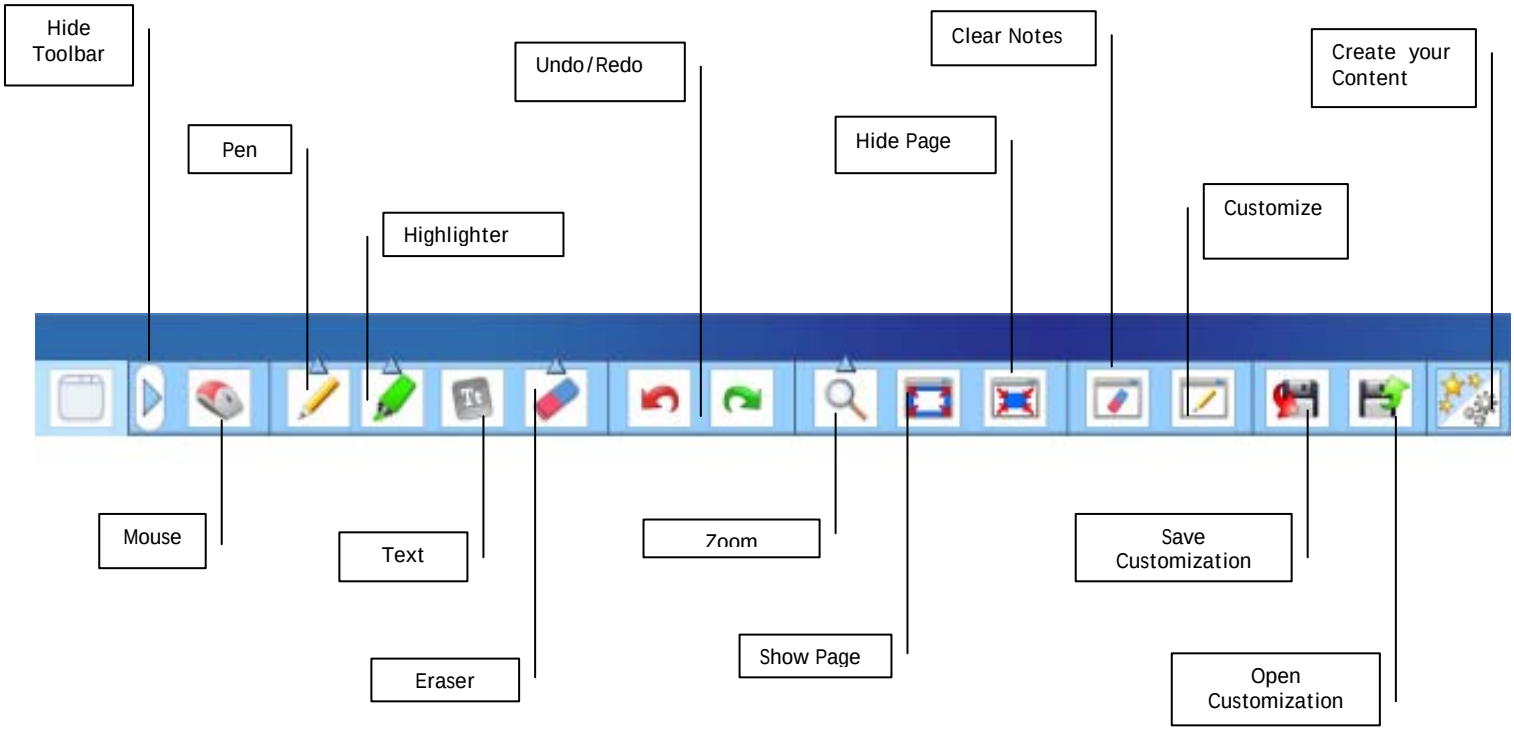
Some of the application tools (such as the "Main Menu" navigation button) are available for the majority of the time. Others, such as the "Show/Hide Audioscript" or "Show/Hide Text" buttons, become available in certain tasks only.

Unavailable tools appear greyed-out.

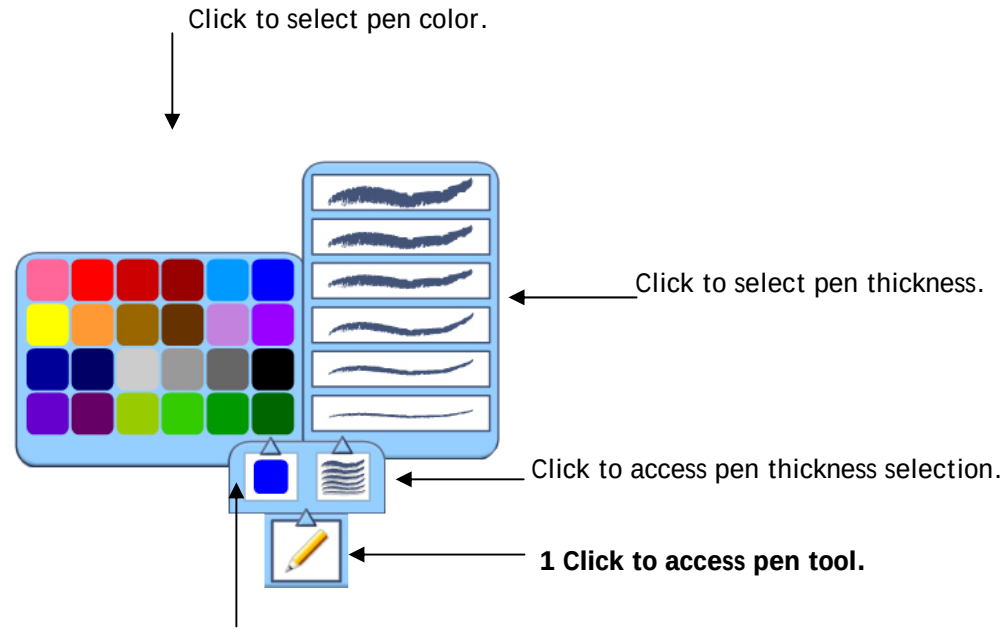
You can see what each button does by guiding your mouse (either on your computer or on the whiteboard over it) and allowing it to rest there for a few seconds. Helpful tool tips like the one below will appear.

The Whiteboard Tools

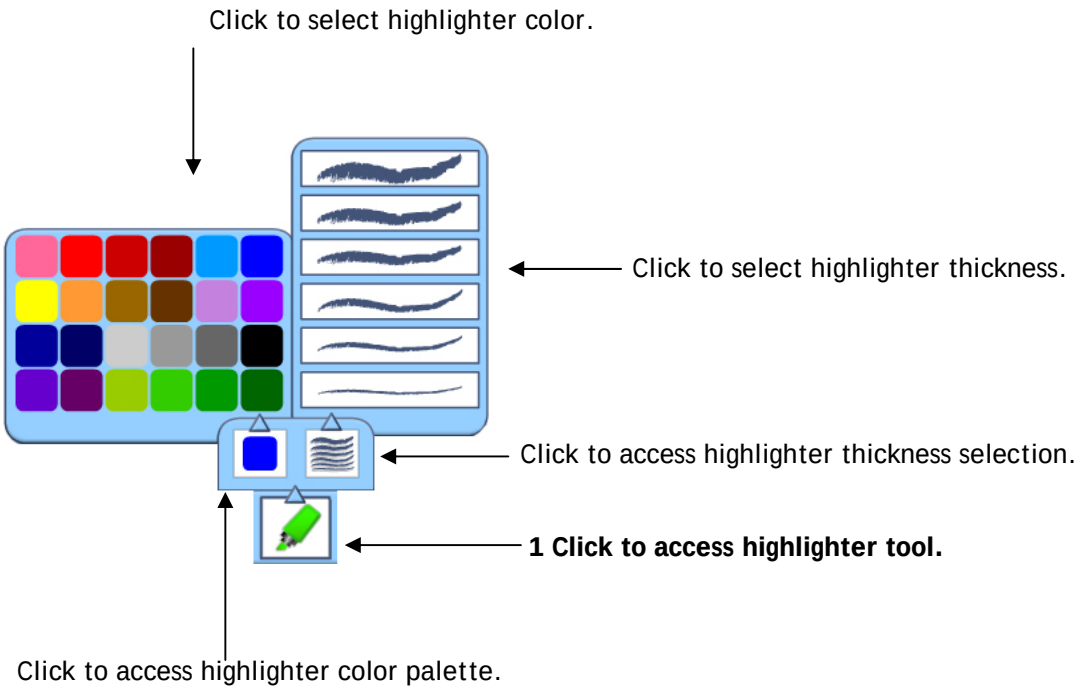
The whiteboard tools are always available, and therefore may be used to create notes and perform other tasks on the application pages.



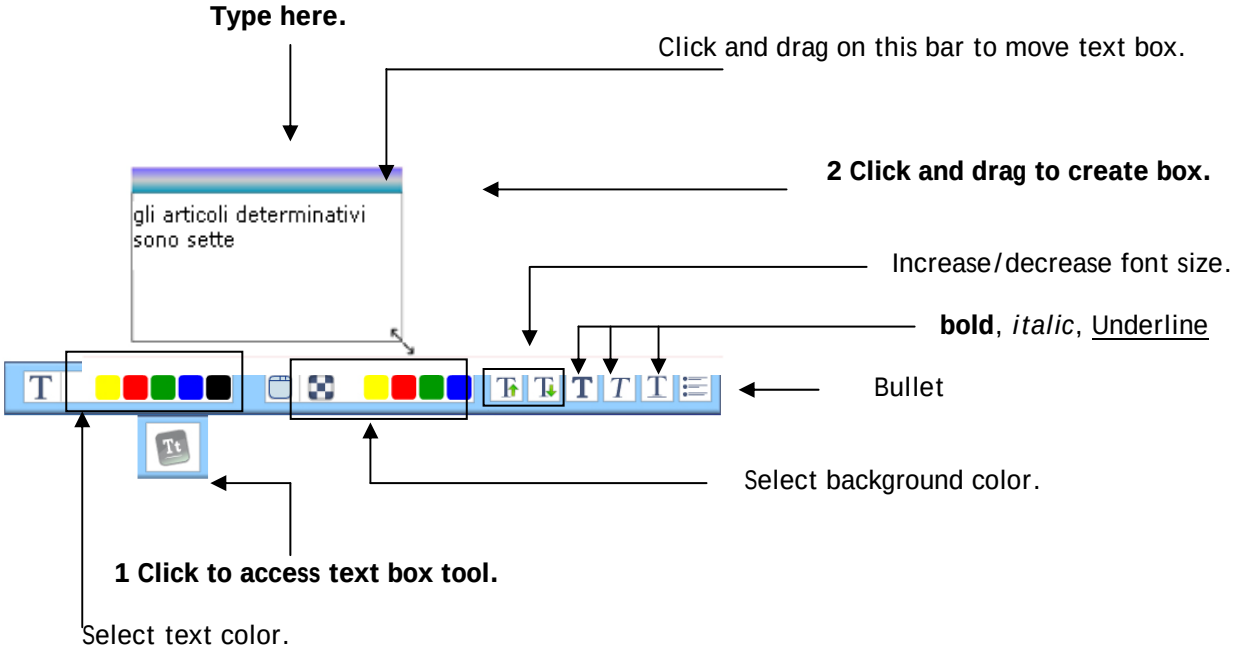
The Pen Tool



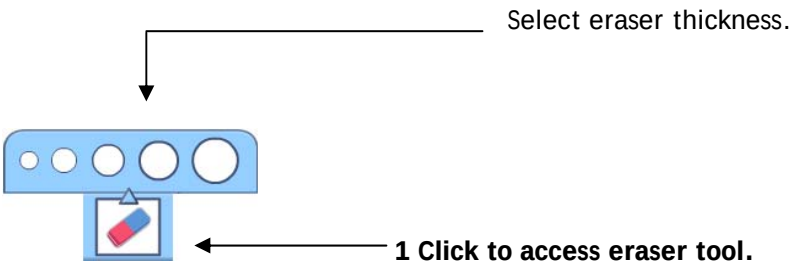
The Highlighter Tool



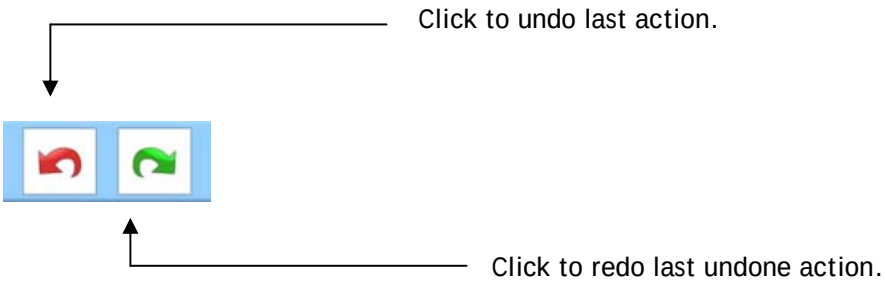
The Text Box Tool



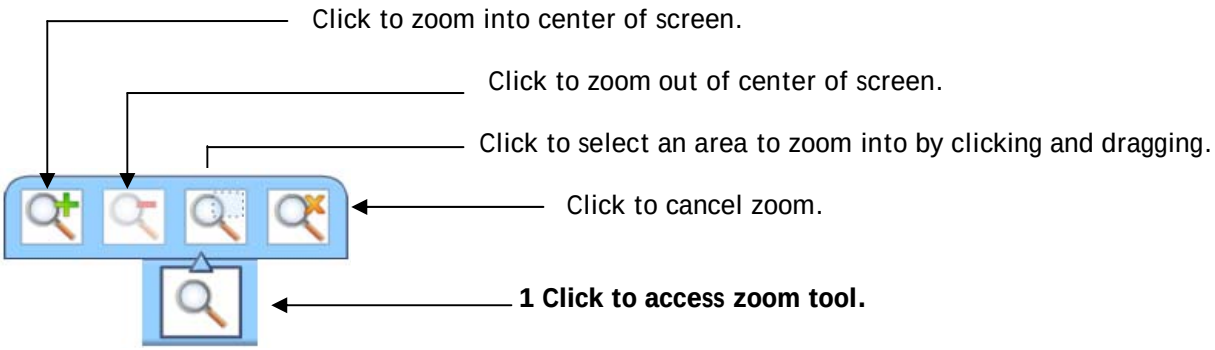
The Eraser Tool



Undo/Redo



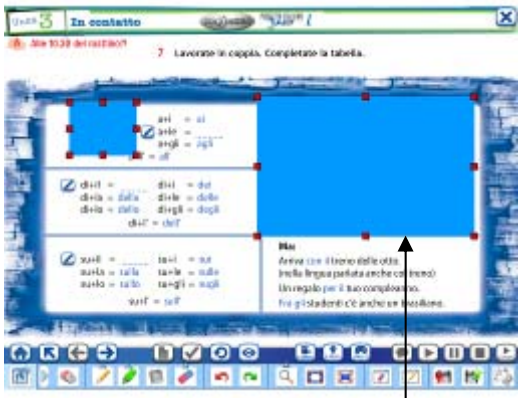
Zoom

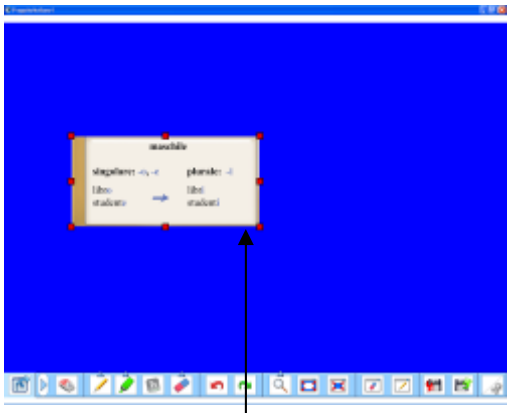


The Hide / Show Part of the Screen Tools

Click to access Hide Part of Screen Tool.

Click to access Show Part of Screen Tool.





You can hide more part of the Screen.

Click and drag to create opaque box, then use red handlebars to adjust size.

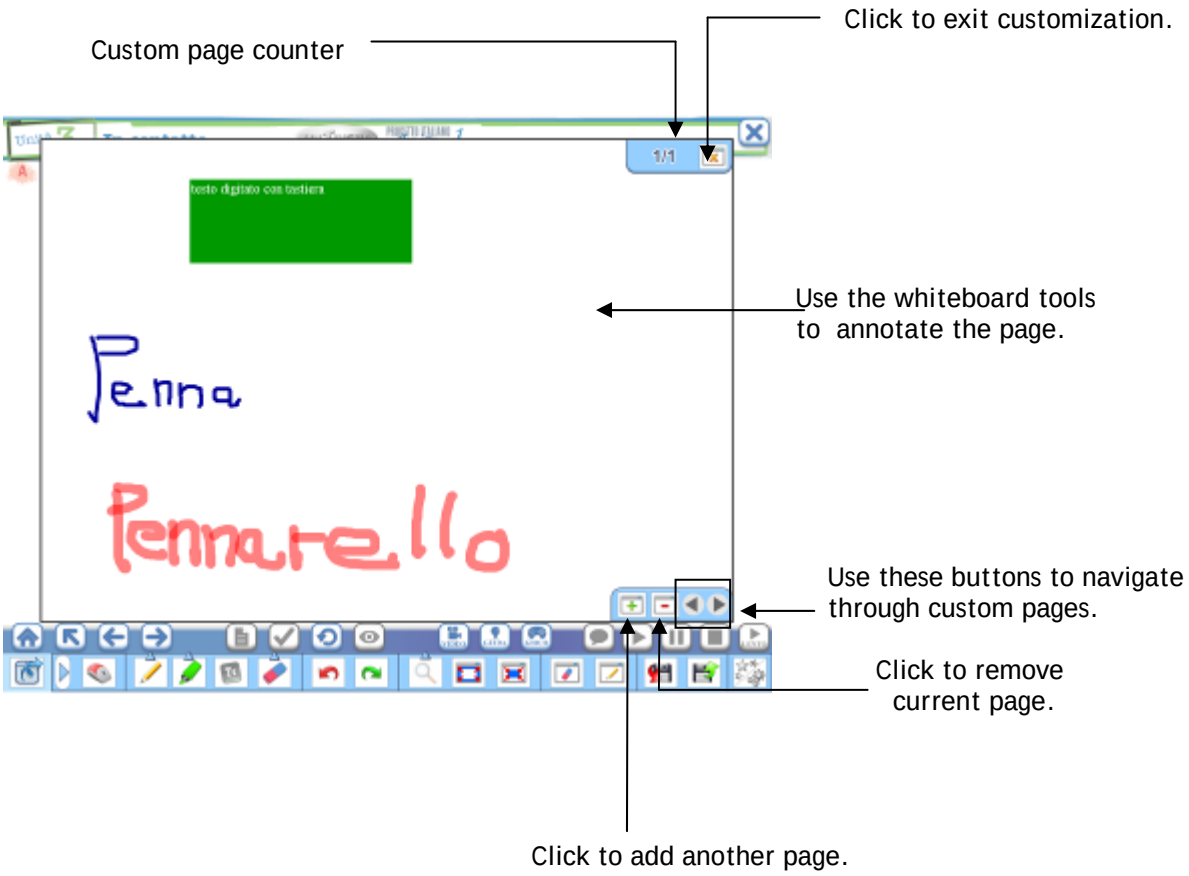
Click and drag to select area that will remain visible, then use red handlebars to adjust size.

Clear Annotation

Click to clear all annotations on current page (can be undone).

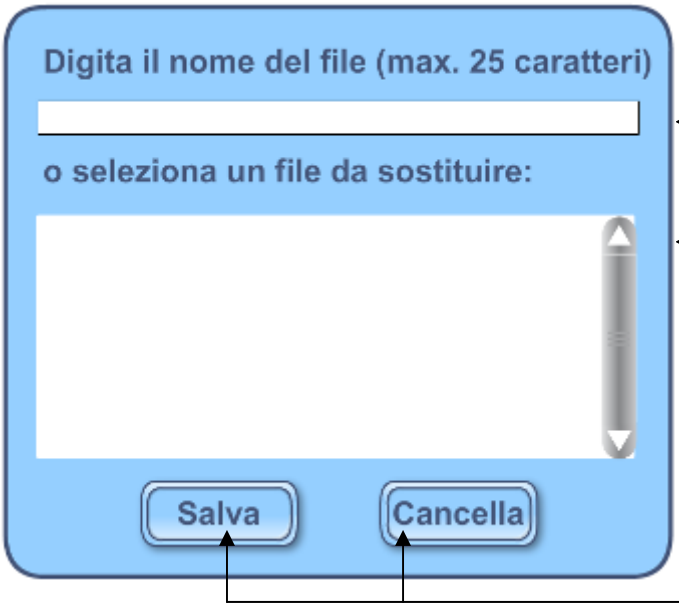
Customize Page

Click to create a new page to go with current task.



Save Customizations / Annotations

1 Click to save customizations and annotations.

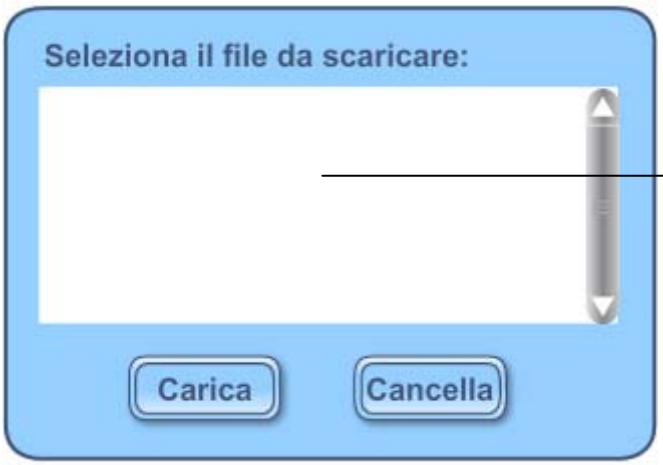


2 Type file name or
select file to replace.

3 Click **Salva** to save the annotation
or **Cancella** to exit without saving.

Open Customizations / Annotations

1 Click to load customizations and annotations.



Select a file and click on **Carica** (Load), or click on **Cancella** (Cancel) to exit.

Notes Exist / No Notes Indicator

This indicator is here to help you remember whether you have created customizations for a page. These may be annotations on the same page, in which case you see them as soon as you navigate to that page. The indicator will light up as in the graphic shown below.

Or they may be customizations, i.e. additional pages that you have created to go with that task. These will be available through the Customize Page function. (page 9)

When the indicator appears greyed-out, this means there are no annotations or customizations for this page.

The Mouse tool

Use the **Mouse Tool** button to exit the following modes:
• Pen
• Highlighter
• Text
• Eraser
• Zoom
• Hide / Show part of screen
and regain control of the main application tools (back, forward, reset etc.) as well as the functionalities within each task.

Hide Toolbar

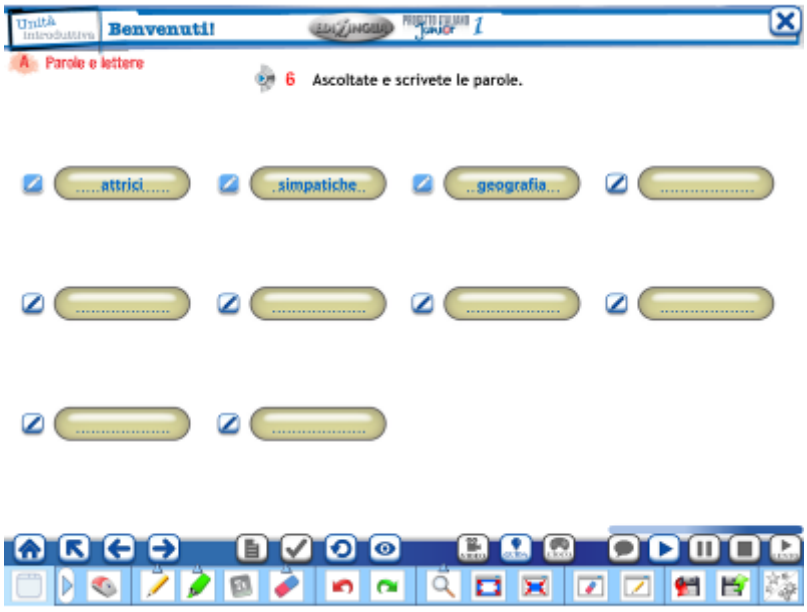
Use this button to hide the toolbar.

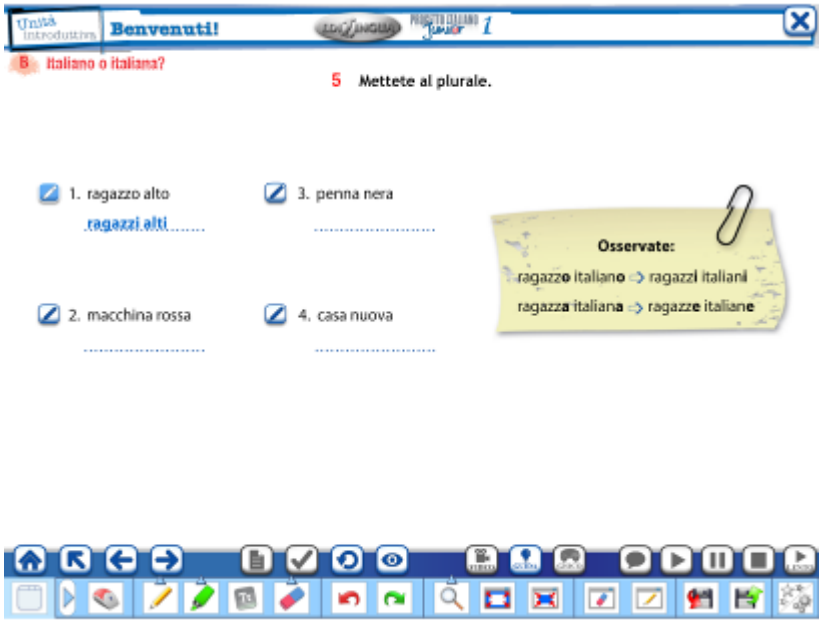
When the toolbar is hidden, the button changes and moves to the right side of the screen. Click it to make the toolbar reappear.

4.TASK INSTRUCTIONS

Display the Answer Key

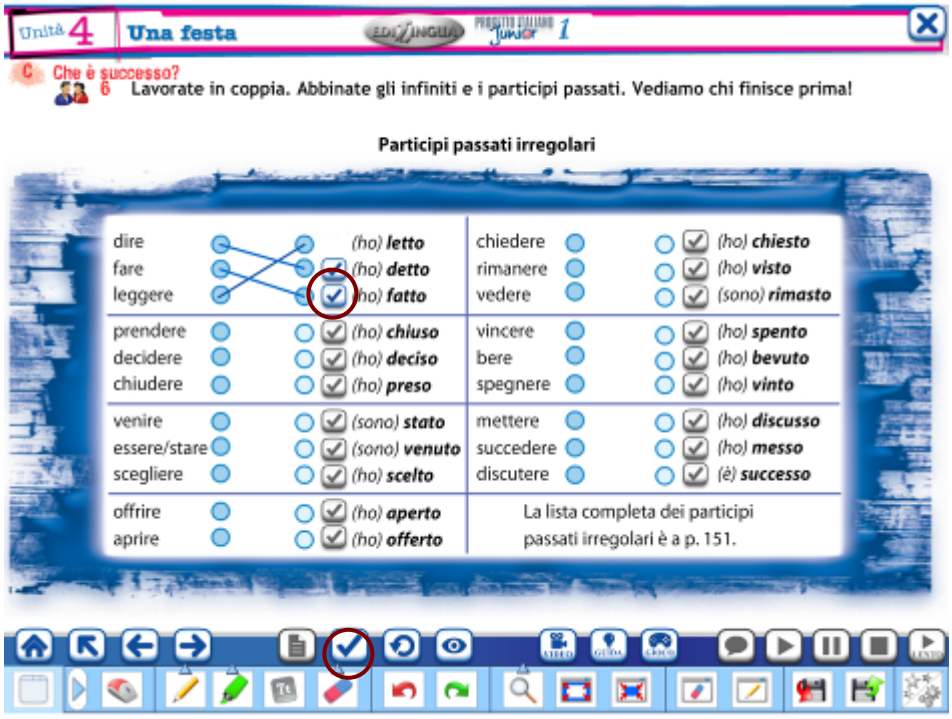
To display the answer to a question, click on the pencil icon beside the question.





Matching Activities

Drag flashing buttons to draw lines and match the sentences correctly. Click on the **Check** button to solve the exercise in one click.

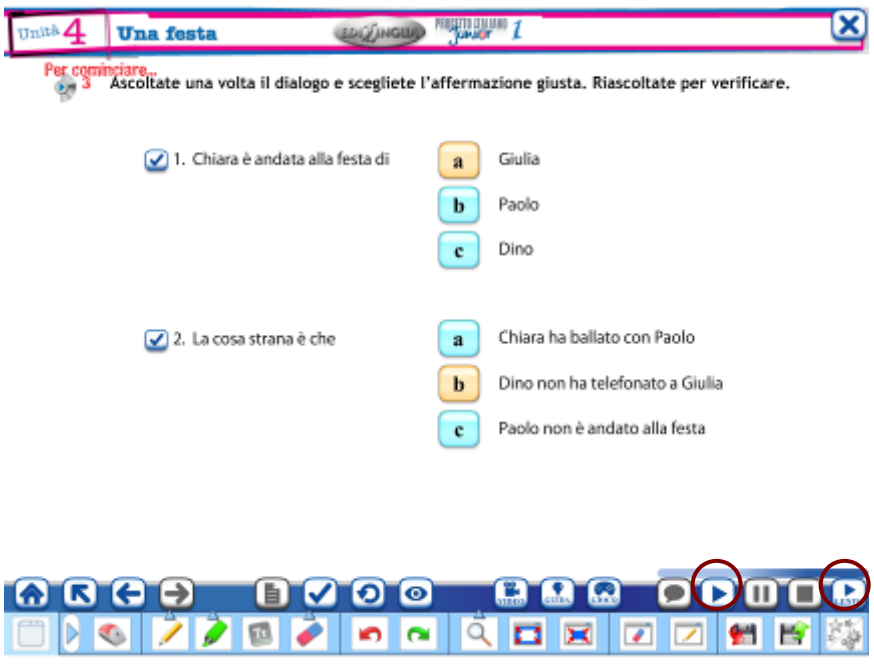


Drag and Drop Activities

To complete Drag and Drop activities, drag and drop the lozenge to the correct place. Click on the **Check** button to show and evaluate answers.

Multiple Choice / Listening Activities

To answer multiple choice activities, just select the answer(s). Click the **Check** button to solve the exercise in one click or to evaluate answers.
Sometimes the Multiple Choice activity is related to an audio track. The buttons to listen to the audio, pause or stop it, are at the far right of the Whiteboard tool. If the button **Lento** (Slow) is active, it is possible to listen to the dialogue in slow mode to facilitate the comprehension.
To play the slow mode, you have to click also the **play** button.



5. TEACHER'S GUIDE

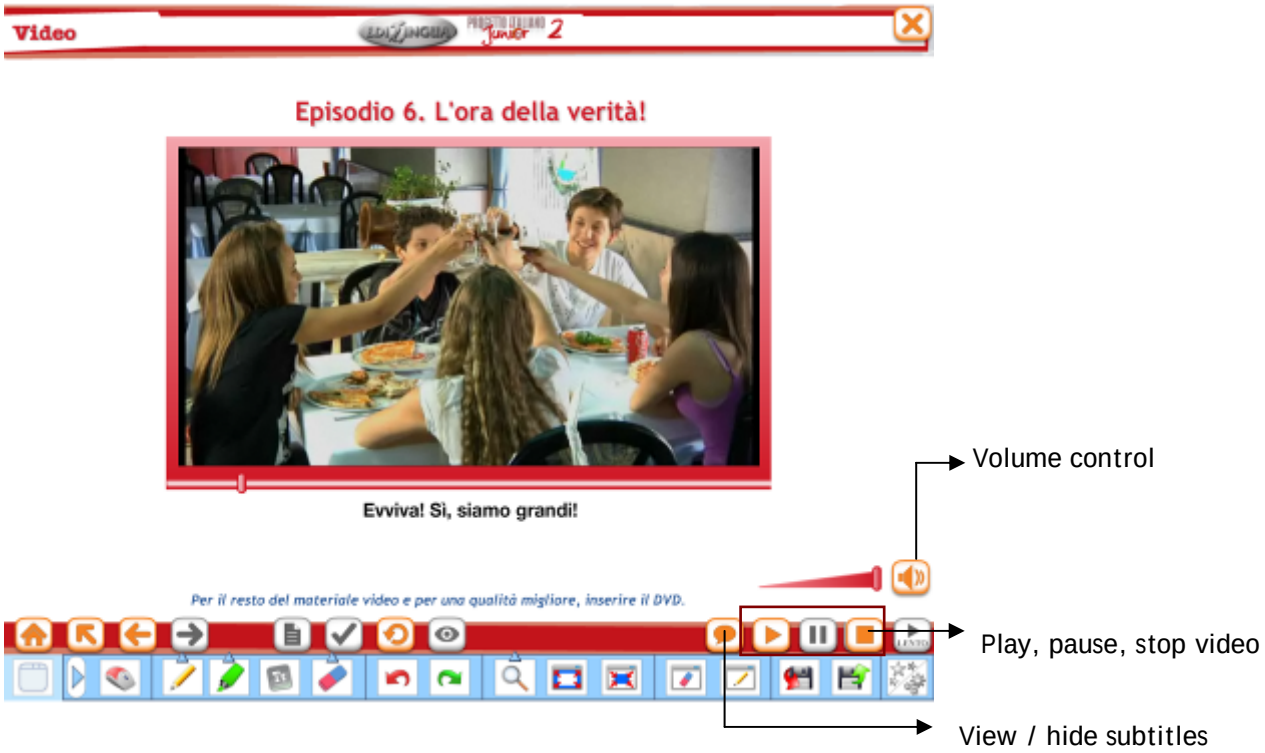
In the software for IWB of *Progetto italiano Junior 2* you can find the complete Teacher's Guide of the textbook. Click on the Guide path and enter the menu which contains all the units in PDF files you can download and use for your lessons. See previous point on how to view PDF files.

IMPORTANT NOTICE: the browser will open the PDF behind the main content of Whiteboard. Therefore, to view the Extra activity you have to close or minimize the Progetto italiano Junior 2 *software by pressing the button Esc on your keyboard.*

6. VIDEOS

The Video menu has 11 units: the eleven episodes of an Educational sit-com which is part of the DVD *Progetto italiano Junior 2 Video*. The DVD also contains authentic interviews and a Quiz Show.

The episodes are original and based on *Progetto italiano Junior 2* textbook's topics, grammar and vocabulary.



You can play the video directly from inside the Unit. Just click on VIDEO button on the application tools bar.

7. GAMES

The software for IWB of Progetto italiano Junior 2 has a special section just for educational games which allow learners to review what they have learnt in the unit in a fun, collaborative way!

Hangman

The traditional word-guessing game is perfect for vocabulary review. The game is played by two teams which have 1 minute to guess the word, often referring to Italian culture and way of life.

Question-answer game

It's similar to a Quiz game, but more quick and short, perfect for a rapid overview of the main issues of the unit.

Memory

Learners have to click on cards which have been placed face-down and create logical pairs that go together. They can either match words to images, images to images, or words to words.

Board Games

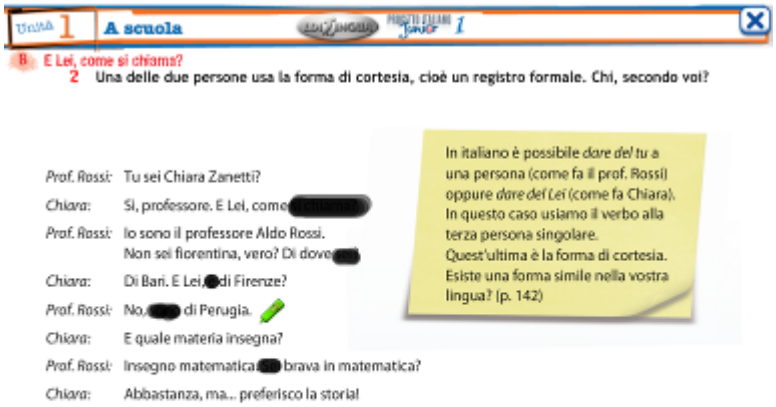
In two units, n. 5 and n.11, there is a big Board Game for a review of the main issues of the previous units. It's a typical Board Game and can be played by 2, 3 or 4 pairs/teams: they roll the dice and play.

Each square has a question: if the team answers correctly, its pawn will remain on the square, if not the pawn will go back to the square it moved from.

8. TEACHING SUGGESTIONS

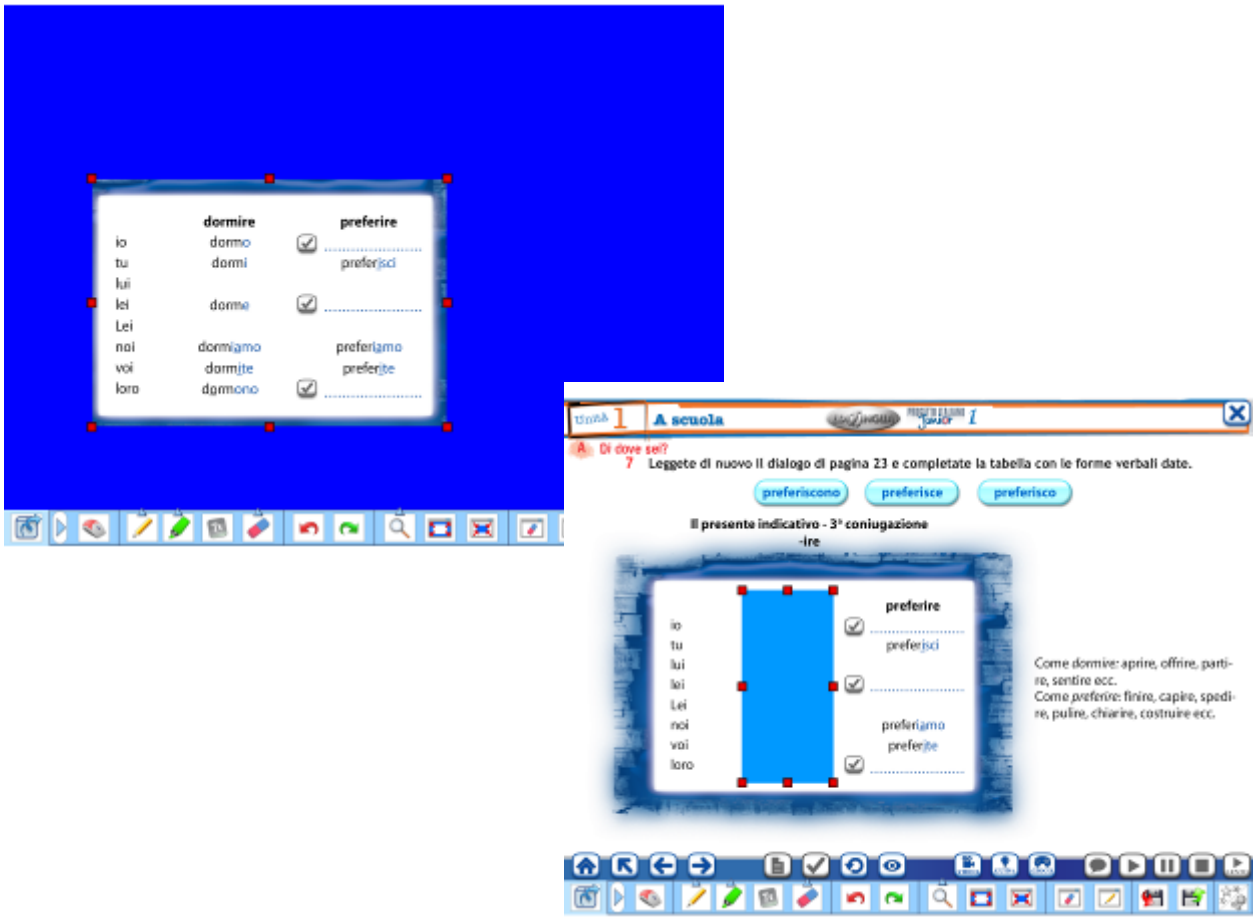
The following suggestions are only a small fraction of what you can do by combining the main application with the whiteboard tools; you will undoubtedly come up with your own ideas on how to use the application to your students' benefit.

a. Creating your own fill-in-the-blank tasks
You can use the pen tool with suitable thickness to create additional fill-in-the-blanks tasks.



b. Zoom and highlight important sections
Combine the zoom and highlight tools to help learners focus their attention on important sections.

You can use the Hide/Show Part of the Screen Tool as well.

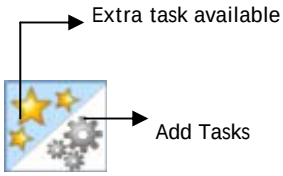


9. USING THE CONTENT CREATION TOOL

The Content Creation Tool allows you to create your own tasks quickly and easily. The tasks you create are stored with the already included task that you want to expand on, and are readily accessible with a single click.

The CCT button at the far right of the toolbar gives you access to two major functionalities:

1. ADD TASK: This opens up the authoring interface so you can create a new task.
2. EXTRA TASKS: This lets you access tasks you have already written.



It is very important that you click the correct half of the icon depending on the function you want to employ: creating a new task (below) or viewing tasks you have already created (upper side with stars).

By using the CCT you can create tasks that are associated either with a particular item in the *Progetto Italiano Junior 2* content or tasks that are available with menus and submenus that you access before navigating to a particular item.

CCT main authoring interface

When you click on the CCT button, the following submenu appears:

Nuova attività: create a new task.

Apri: open a task you previously authored.

Inizia: execute the task you are currently authoring in order to test its functionality.

Salva: save the task you are currently authoring.

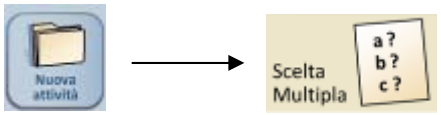
Salva una copia: save a copy of the task you are currently authoring.

Condividi: Allows you to share the tasks you have made with colleagues.

Creating a task
The following task types can be authored using the *World Wonders* Content Creation Tool:

Each of these types seen at the top of your screen have several sub-types. In the following pages you will see how to create your own exercises using the CCT.

1 Multiple choice
Click Nuova attività (New Task), then click Scelta Multipla (Multiple Choice).

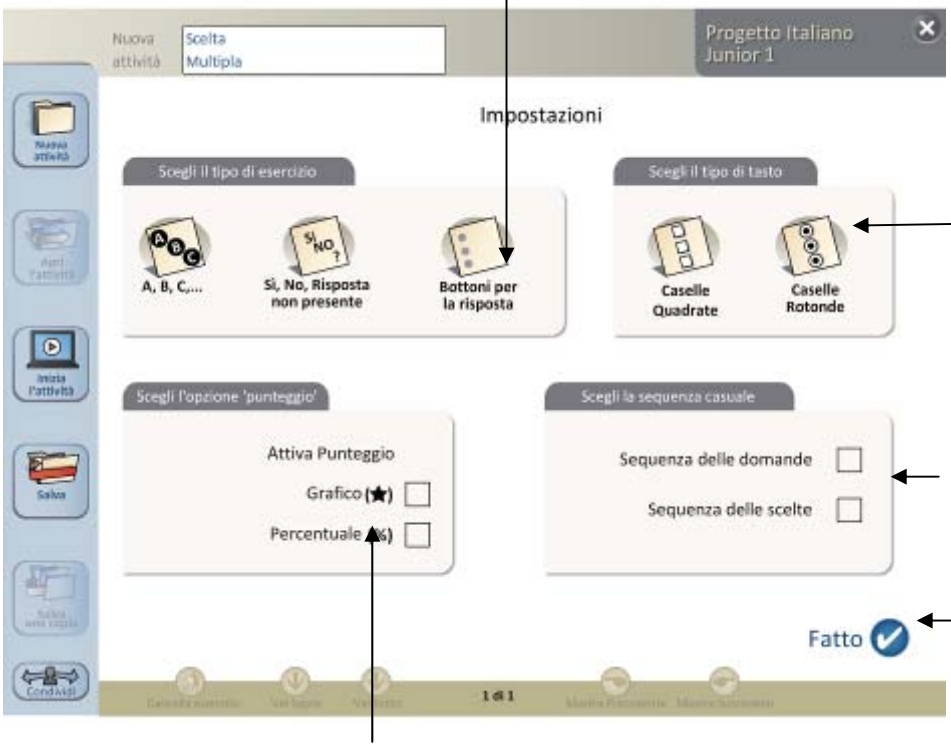


The multiple choice settings screen appears:

ABC are typical multiple choice tasks.

Sì / No / Non presente are multiple choice tasks in which students are asked to decide if a statement is correct (Sì), incorrect (No), or there is not enough information to answer it (Non presente) based on input from text.

Bottoni per la risposta creates multiple choice tasks much like ABC, but the whole answer is clickable.



Choose the type of button you want.

You can make answer choices appear in random order by selecting this option (ABC and Answer buttons type only).

Click Fatto (Done) to continue

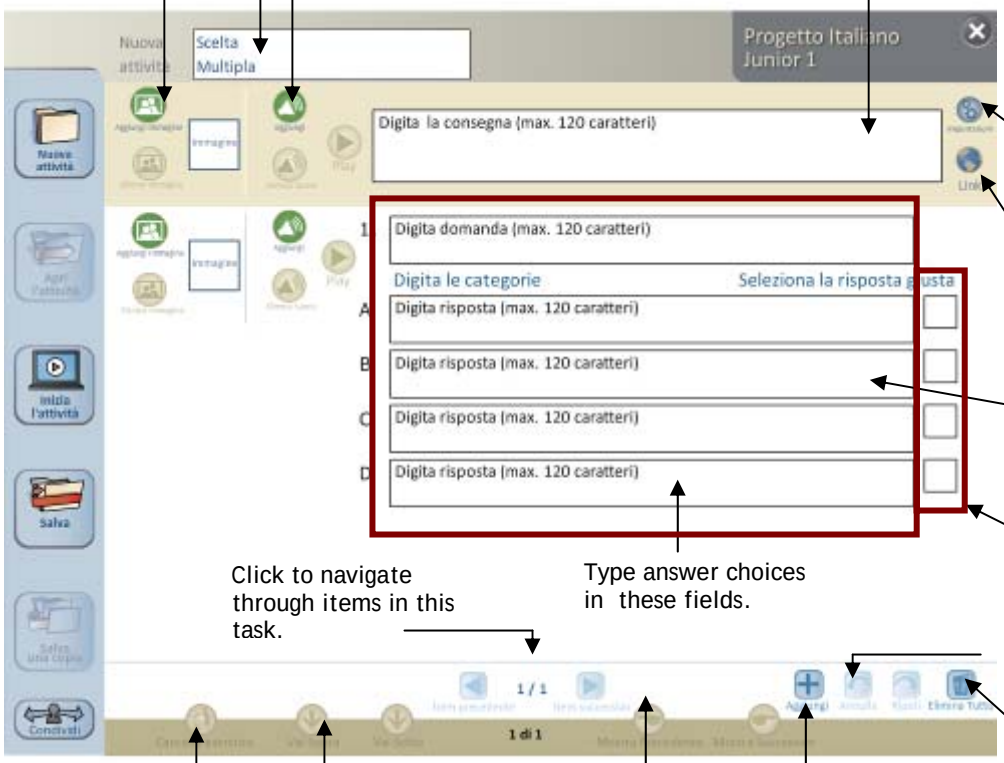
Set scoring options here. To create a score for a task select Grafico (Graphic) and/or Percentuale (Percentage) depending on how you want the scoring displayed.

Click inside this field and type the desired name for your task (per es. "Lessico – ristorante").

Click to add an image which will be available throughout your task. See page 34 for more details

Click to add a sound which will be available throughout your task. See page 35 for more details.

Click inside this field and type your instruction line (es.: *Rispondi alle domande scegliendo l'opzione giusta*)



Click to return to the settings screen.

Click to include one or more links with your task. These can be web links or links to a local location on your system.

Click to type the stem of your question.

Indicate the correct answer choice by selecting the box next to it.

Type answer choices in these fields.

Click to navigate through items in this task.

Click to undo / redo an action.

Click to clear all fields in this item.

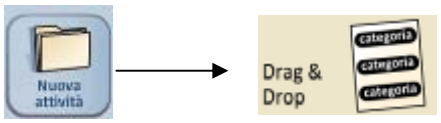
Click to delete this task. You will be asked for confirmation.

Click to move this task up / down in the list of available tasks for this location.

Click to navigate through available tasks for this location.

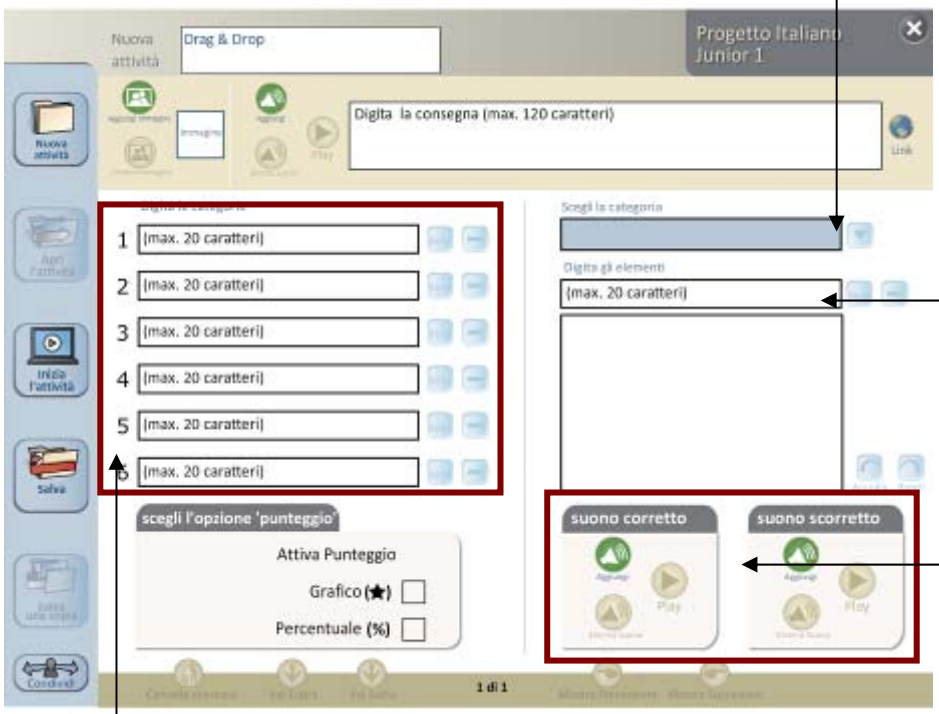
Click to add an item.

2. Drag and Drop
Click Nuova attività, then click Drag & Drop.



The task creation screen is displayed.

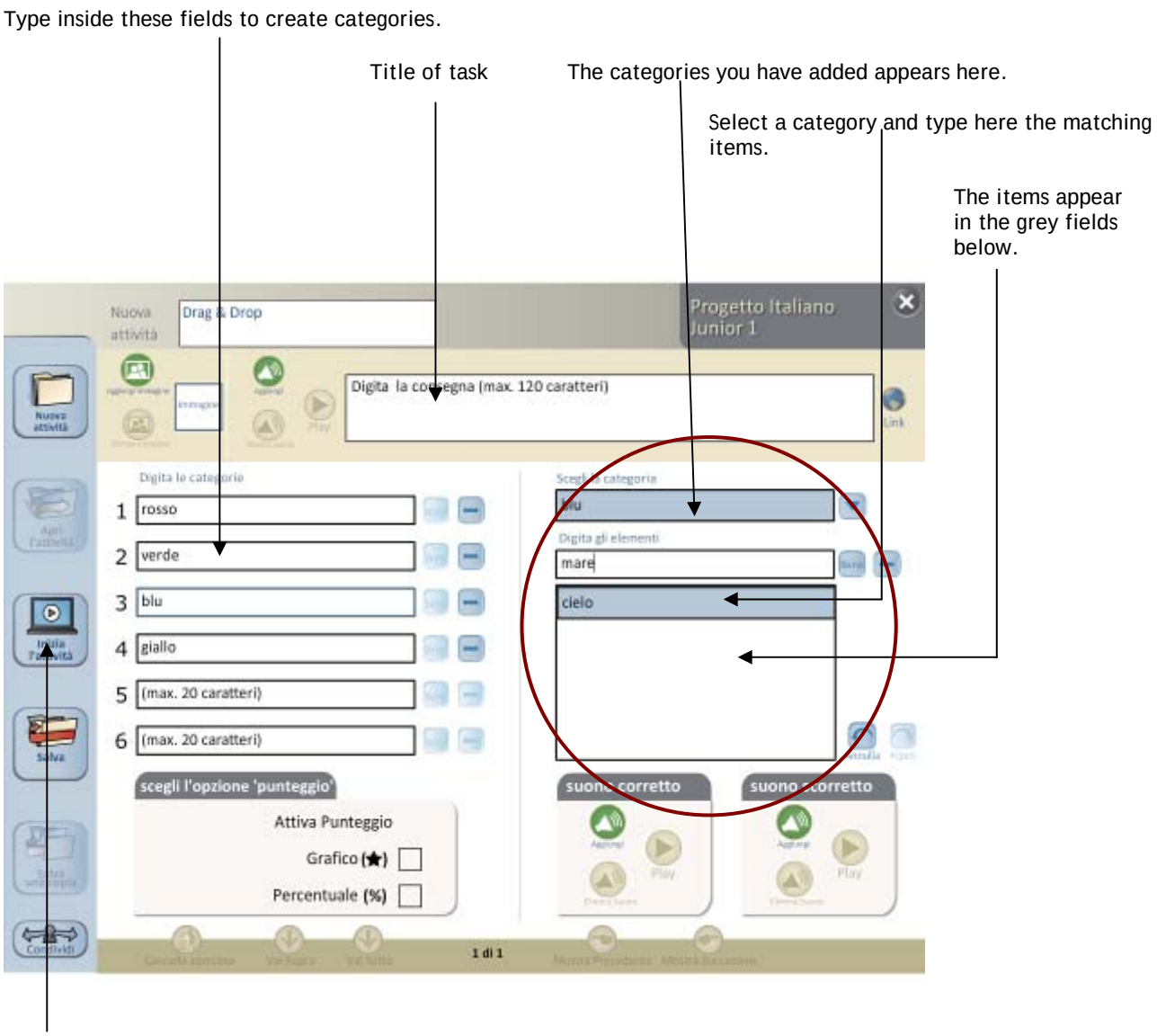
Categories you have added in the Digita le risposte fields will appear here. Use the downward arrow next to the Scegli la categoria field to select a category, then proceed to add items to this category by typing into the Digita gli elementi field and pressing OK.



This task creation engine produces a drag and drop task. If you wish, you may add sounds that will be played each time a correct or ncorrect answer is given.

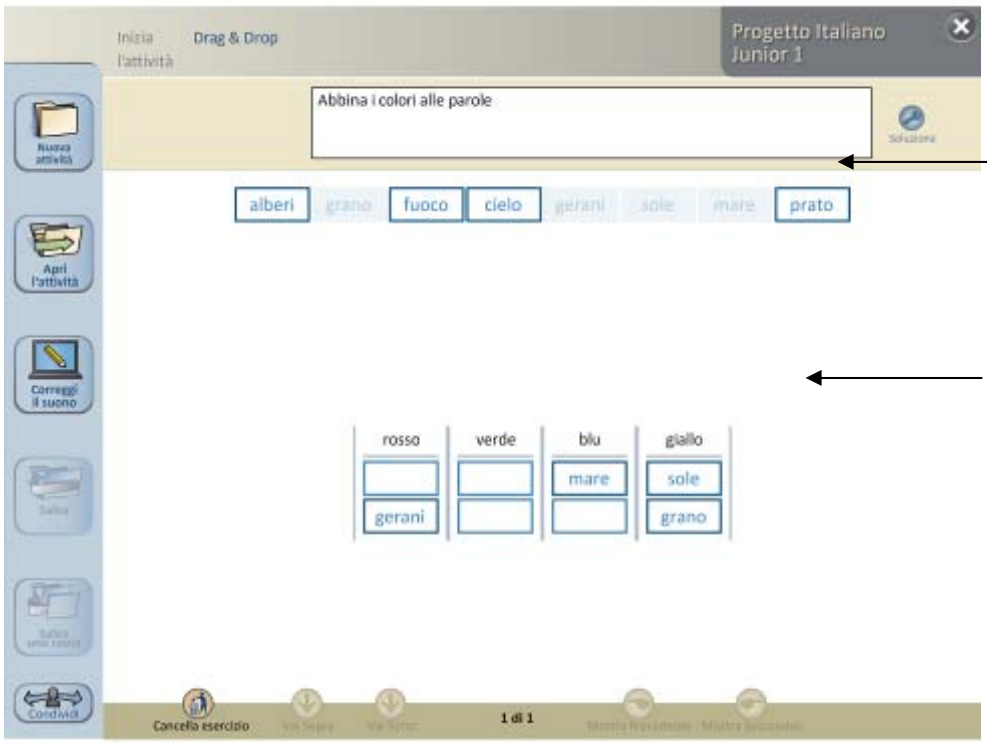
Type inside these fields to create categories. You may create up to 6 categories. Click the *Bene* button next to each field to enter the category, or the (-) button to delete it. Once a category has been entered it will appear in the blue Scegli la categoria field on the right.

Below is an example of a user-created Drag and Drop task.



At any time you can execute the task you are currently authoring in order to test its functionality. Just click *Inizia l'attività*.

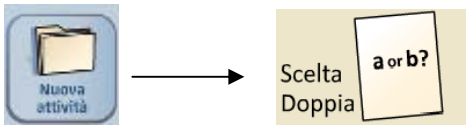
This is the preview of the activity:



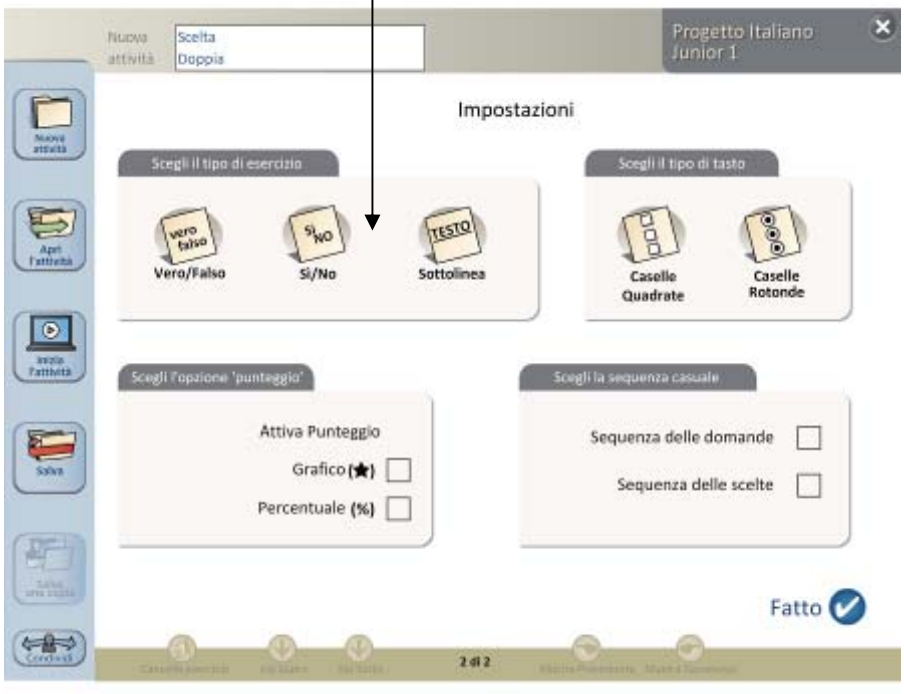
The items are on the top.

As we have decided to match two items per category, the boxes under the categories are two.

3. Dual choice
Click Nuova attività, then click Scelta Doppia.



The settings screen for the Dual choice task types appears:



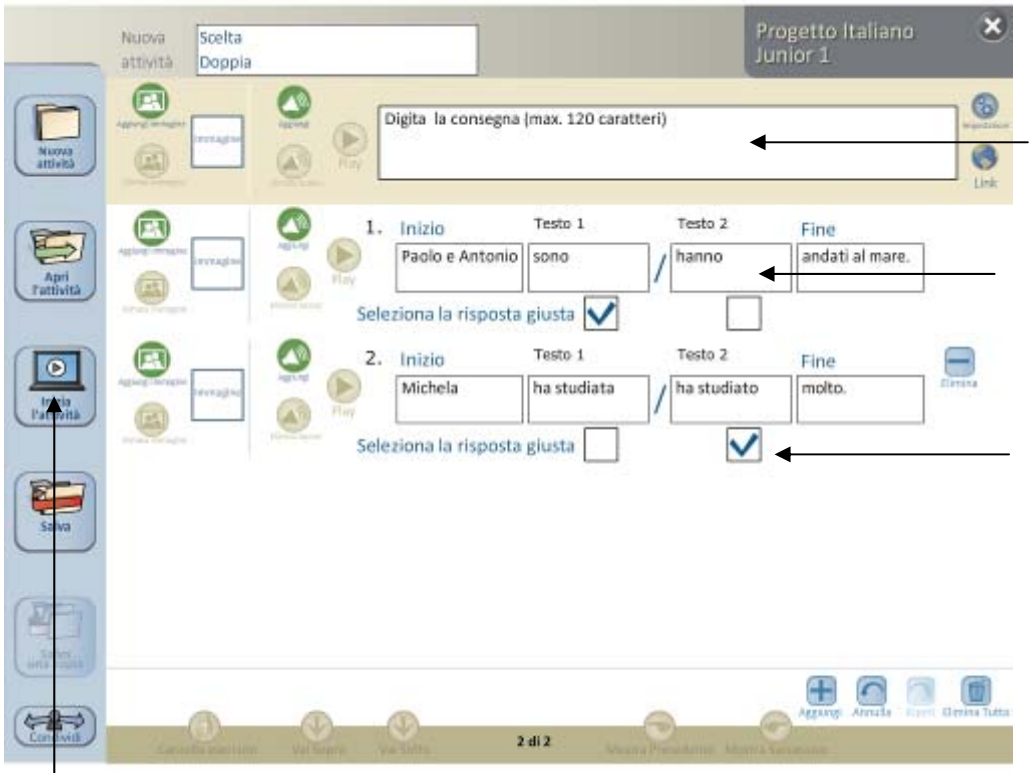
Choose the type of dual choice exercise here.

Vero/Falso: tasks allow you to enter sentences which can then be evaluated as being true or false:

Sì/No: tasks work similarly to True / False tasks with small changes in style.

Sottolinea: tasks allow you to enter a sentence, a part of which is written in two ways – correctly and incorrectly. In this task type learners have to underline the correct word / phrase.

Creating a **Sottolinea** task:



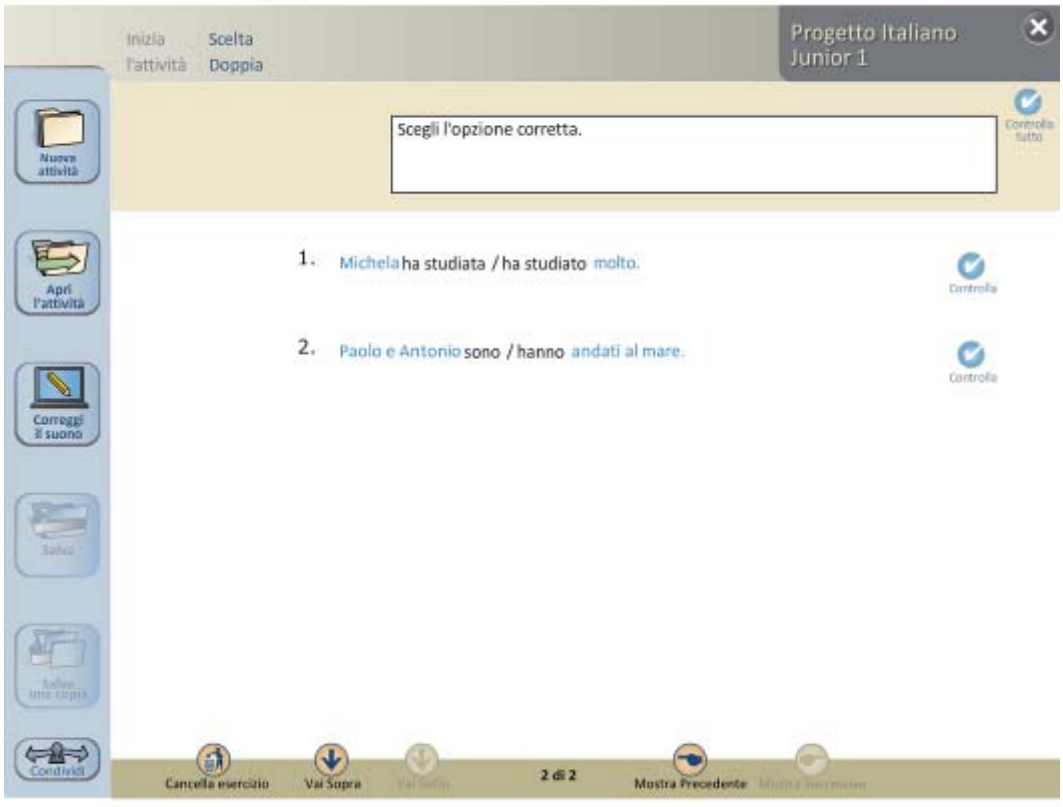
Click inside this field and type the desired name for your task.

Type item here.

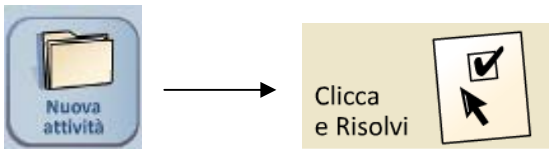
Indicate correct answer by checking one of these boxes.

To have a preview of the task, click Inizia l'attività.

This is the preview of the task:



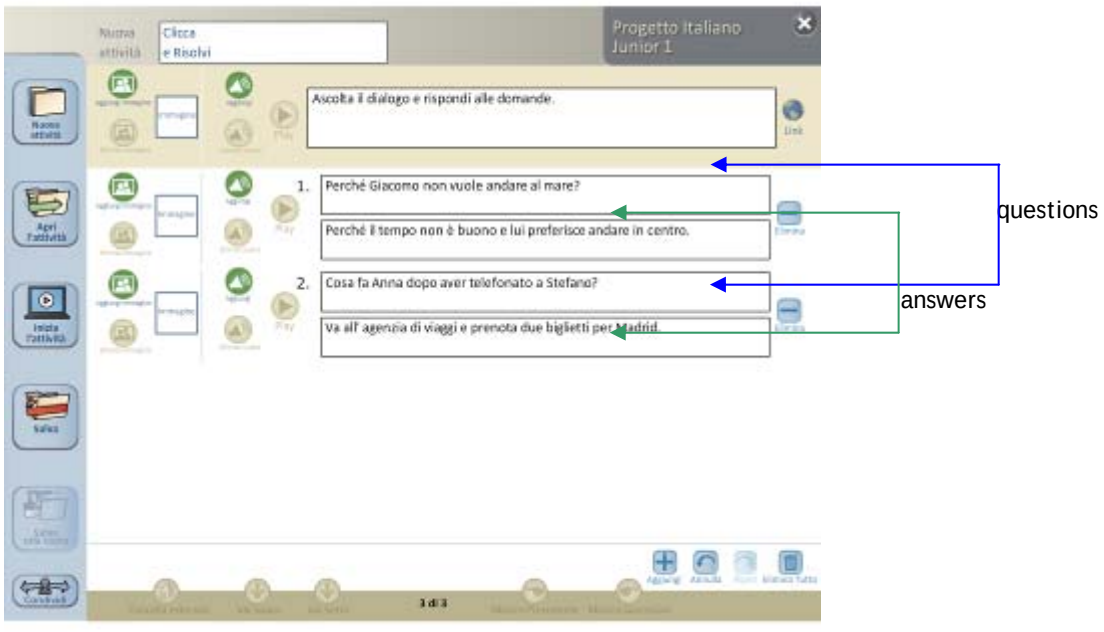
4. Click and solve
Click Nuova attività, then click Clicca e risolvi.



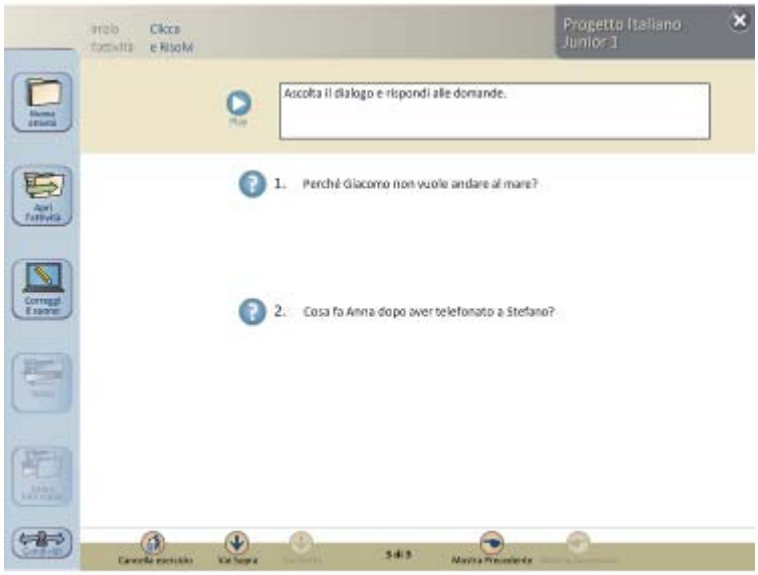
Click and Solve tasks display a question on the screen, and display the answer with one click.

Here it is an example of a user-created Click and Solve task:

Type the desired name for your task, then type the questions and the related answers:

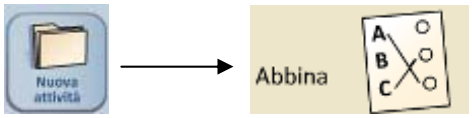


This is the preview of the activity so far:

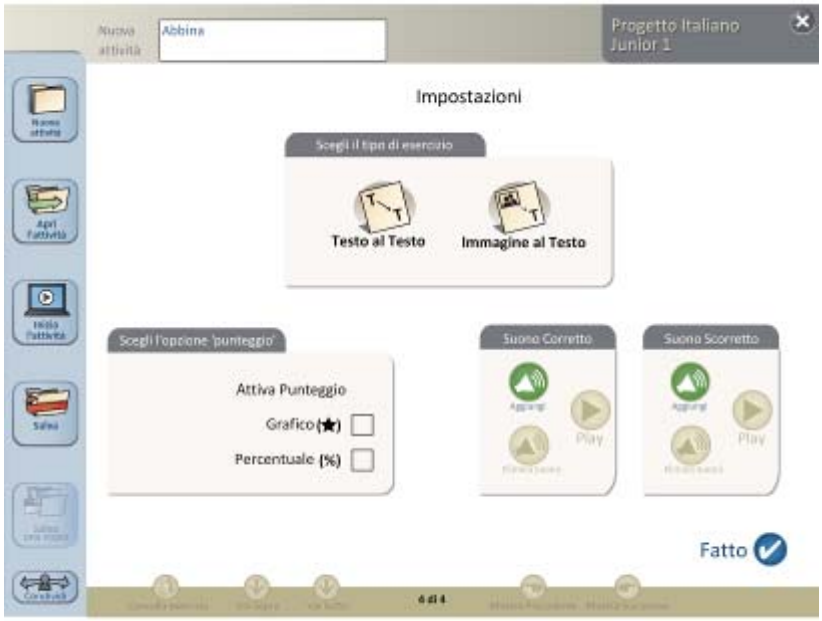


5. Matching

Click Nuova attività, then click Abbina.

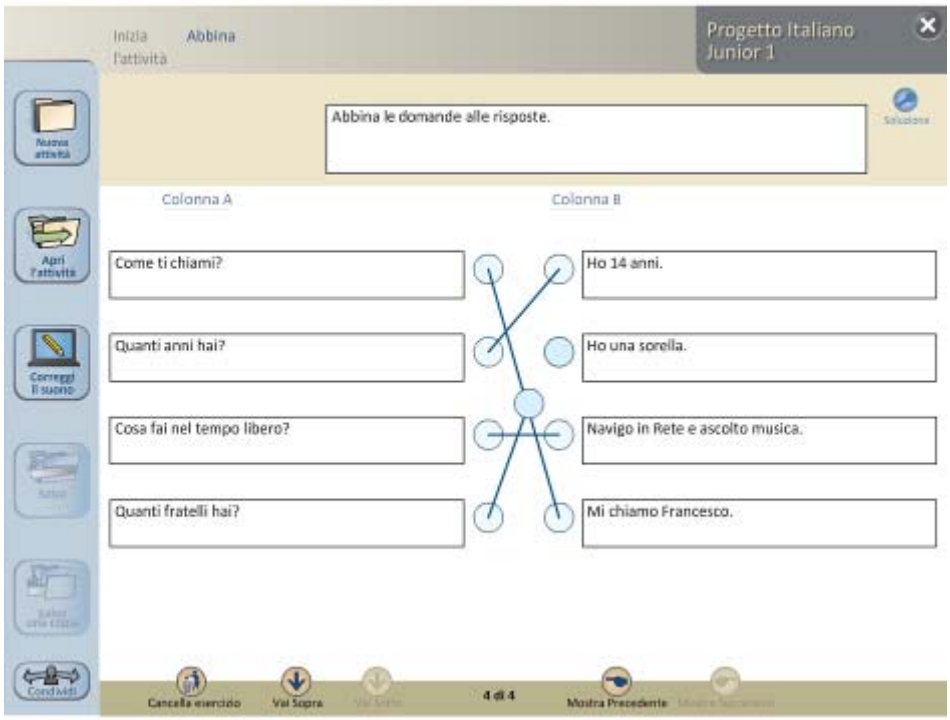


You can create text-to-text and image-to-text matching tasks with the CCT.
In the settings screen, apart from having the usual scoring and correct/incorrect sound options, you can select whether you want to create a text-to-text, or text-to- image task. You can include up to four pairs of items to be matched in one matching task.



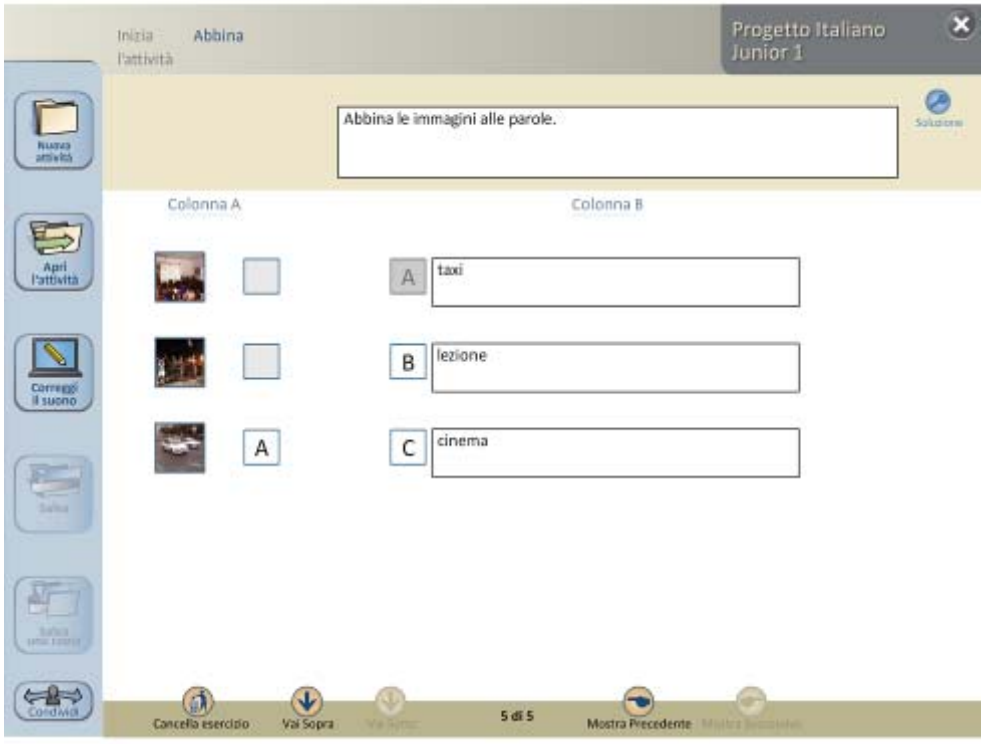
Text-to-text task: Type items to be matched in the fields. The application will jumble the items automatically for use in the classroom.

Adding new items, you can preview the activity as below:



Text-to-image matching task: Upload image for each item. Type text to be matched to images in these fields. The application will jumble the items automatically for use in the classroom.

This is the preview:



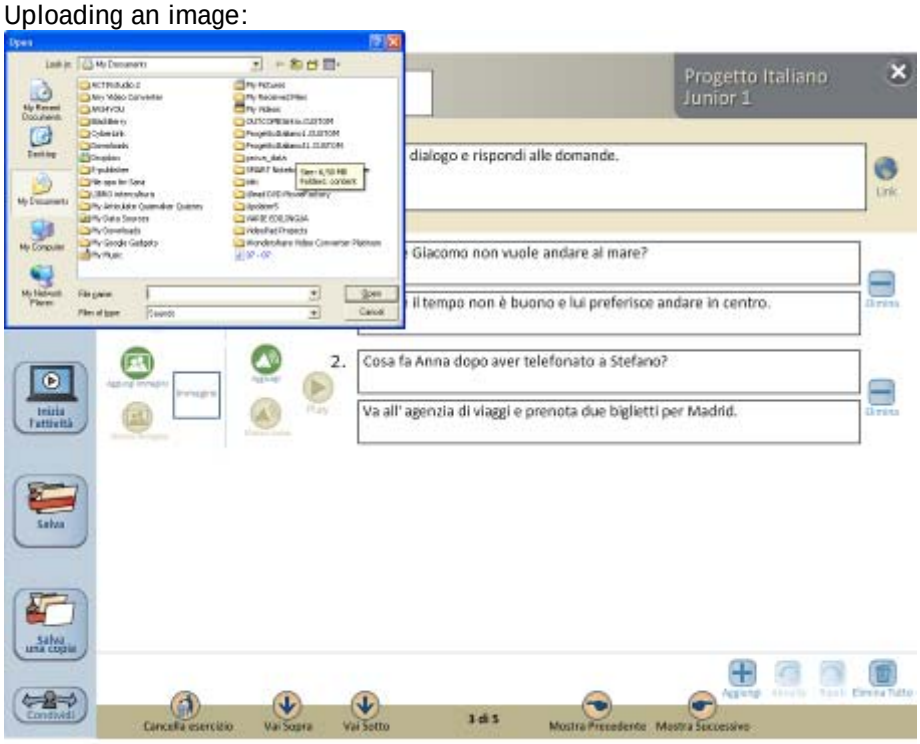
Uploading images and audio

You can upload audio and image files from your computer to the CCT. The supported file types are **jpg**, **png** and **gif** for images, and **mp3** and **wav** for sounds.

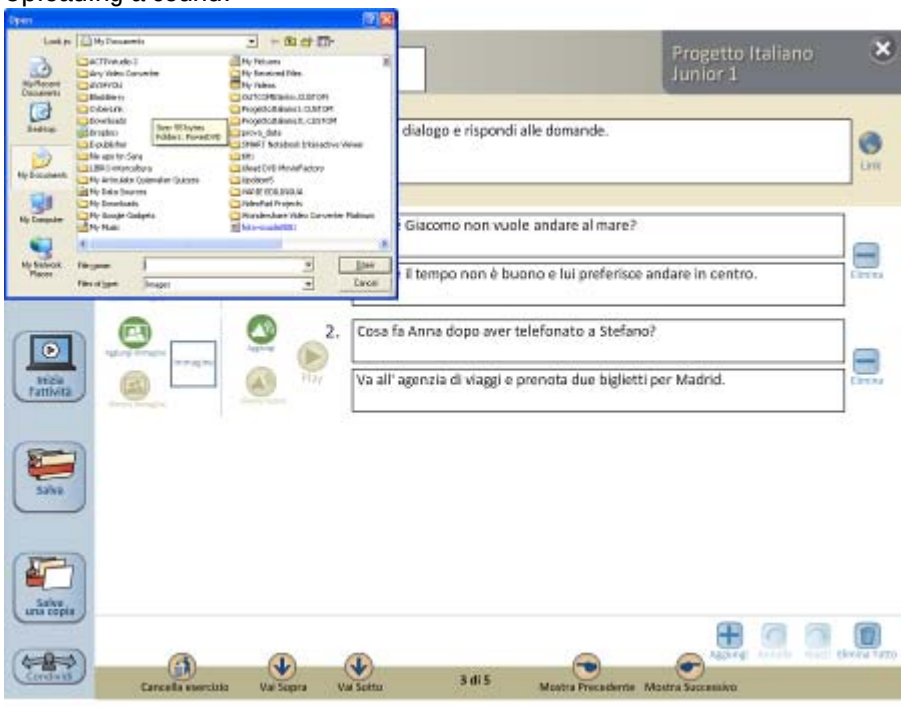
To upload an image / sound anywhere in the application, use these buttons.

Navigate to the location of the image / sound and open it from the dialogue window.

Uploading an image:



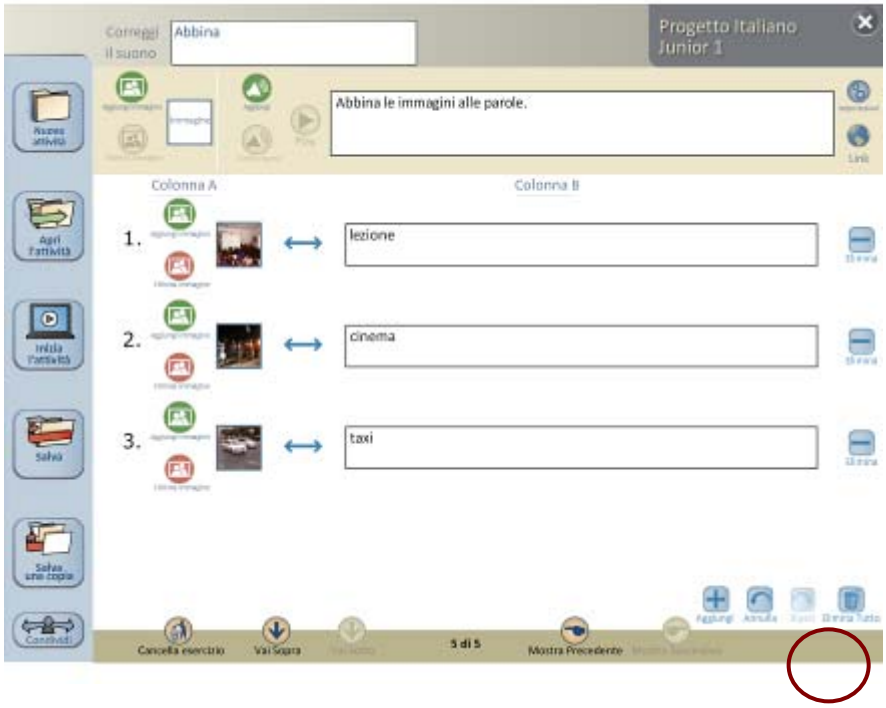
Uploading a sound:



You can preview sounds from the CCT using this button.

You can remove an uploaded image or sound using these buttons.

This action can be undone.



The CCT always displays thumbnails of images. Click on an image to enlarge it, then click it again to restore thumbnail size.

Please note that thumbnails might occasionally appear "cropped"; full-size images will display correctly.

The remove image / sound buttons are only available when you have uploaded an image or sound. When no image or sound has been uploaded, they appear greyed out.

Note: It is good practice to upload images and sounds that are reasonably sized and not larger than 10MB. The CCT will work with larger files, but the greater the size file the more demands it puts on your computer's RAM and CPU.

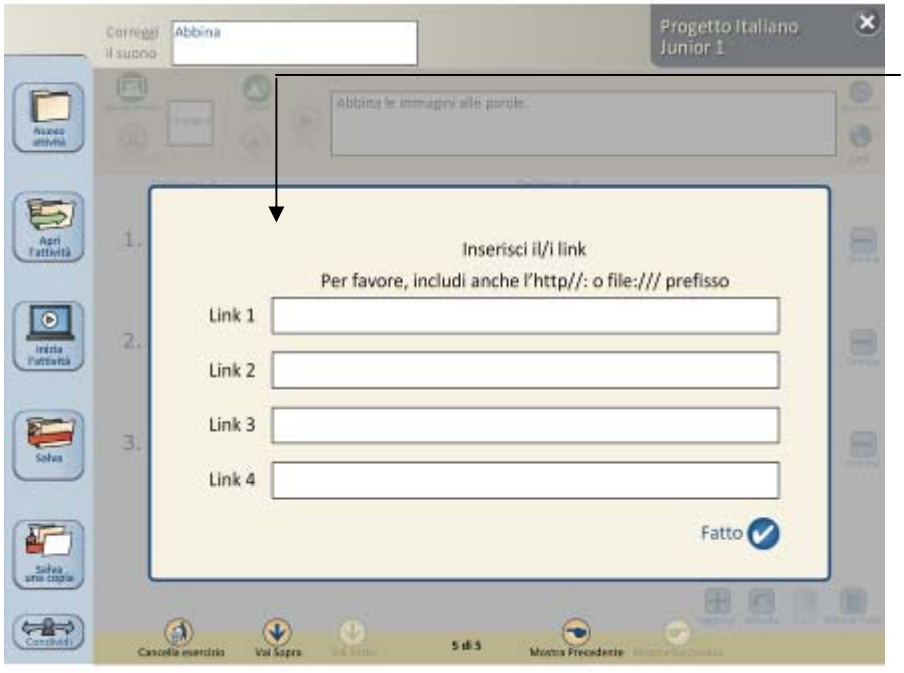
Creating your own audio files
The CCT will work with all properly structured audio files. For your audio creation needs, the open-source and free-to-use program *Audacity* is highly recommended. *Audacity* may be downloaded from: *http://audacity.sourceforge.net/*.

About royalty-free audio files
The CCT will play all correctly structured MP3 and WAV sounds, but it will not load sounds with incorrect sample rates. Therefore, some sounds freely available on the internet may not work. If you experience this, please try with a different file, preferably downloaded from a different website.

Using the LINK feature

You can include up to four links to web pages or to locally stored (e.g. videos) with the tasks you create.

To do this, click on the LINK button next to the instruction line typing. This will bring up the Enter Link(s) tool. Type desired link(s) in the provided, then click Fatto.



Type desired link(s) in the provided, then click Fatto.

Important notice: To link to a local file, type file:/// and then enter the pathto the folder where the file is contained and thefile name.

If you are unsure what the path to the local file is, locate it,right-click it, select PROPERTIES and go to the DETAILS tab. Scroll down until you see the field "Path to folder". Copy the contents of that field and past them into the CCT link field. Place your cursor at the end of the path, and add the filename with its extension.

Web links can be typed or copy-pasted into the from your web browser URL address bar. Make sure that the URL address starts with **http://** e.g. **http://www.myaddress.com**.

Preview, editing, saving and sharing a task

As you have seen at page 25, the sub menu of "Crea un'attività" has three features:

Vedi l'anteprima, correggi: To preview a task to test its functionality, click on this button.

Salva l'attività: Click Salva to save your task. To rename your task, please change its name in this field.

Salva una copia dell'attività: to create a duplicate of your task and use it as a template to create a new one. The task will be saved with "Copy of…" in front of its current filename.

Salva e condividi l'attività: To share the tasks you have created with colleagues, or to simply use them on another machine, please follow these steps:

1. Go to DOCUMENTS.
2. Locate folder ProgettoItalianoJ1.CUSTOM
3. COPY the whole folder or OPEN it and SELECT THE UNITS / LESSONS / TASKS you wish to COPY.
4. PASTE the content into your preferred storage device (floppy drive, external USB hard disk, etc.).
5. TRANSFER (COPY-PASTE) the content to DOCUMENTS/ ProgettoItalianoJ1.CUSTOM folder on any other computer that has *Progetto ItalianoJ1* with CCT install led.

Accessing and using a task in the classroom

The CCT saves each task you create so that it appears with the **Progetto Italiano Junior 2** task you were viewing when you accessed the CCT.

Tasks created with this task will become available through this button when you navigate to this task.

Similarly, tasks you create on the Table of Contents (TOC) page will be available there, and tasks you create on subsequent menu pages will be available with those pages. When you click **Apri l'attività**, the application displays a list of items you have created in this location. Click on the task you want to use.

… Enjoy the lesson!
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